



## Scheduling Meeting

(E) Each committee shall meet on a regularly scheduled basis at least quarterly.

The Committee Chair is responsible for coordinating with the staff liaison to **schedule meetings**.

Fiscal Year (Quarters)

- 1 October, November, December
- 2 January, February, March
- 3 April, May, June
- 4 July, August, September



## Annual Report

(F) Each committee shall make an annual report to the board at the January board meeting.

Annual reports are developed by the Committee Chair in coordination with the staff liaison. This is typically drafted in December. A final draft of the report should be provided as agenda back up **10 business days** for before the January ZWAC meeting date.

The Committee Chair presents the report at the ZWAC meeting.



## Open Meetings and Conflicts of Interest

(G) Committee meetings must be posted in accordance with Texas Government Code Chapter 551 (Texas Open Meetings Act).

Agendas are developed by the Committee Chair in coordination with the staff liaison and must be posted at least **72 hours** before the meeting start time.

(H) At each committee meeting, a committee member shall sign in on a sheet provided and shall indicate that the member has no conflict of interest with any item on the committee meeting agenda, or identify each agenda item on which the member has a conflict of interest.

Contact the City of Austin Ethics and Compliance Division at 512/974-2798 if you have questions or concerns.



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